

**BY ORDER OF THE COMMANDER  
LITTLE ROCK AFB 19TH AIRLIFT WING**

**LITTLE ROCK AFB INSTRUCTION 31-105**

**4 MAY 2012**



**Security**

**MILITARY CUSTOMS PROGRAM  
(EXCEPTED)**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 19 SFS/CC  
(Major Timothy K. McCarty)

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This instruction implements DoDI 4000.19, Title 19 USC 1401(i), Title 9 CFR part 94.5 and Title 7 CFR part 330.400, *Plant Protection Act of 2000 and Animal Health Act*, AMCI-E 24-101, *Transportation, Military Aircraft-Fleet Service*, Defense Transportation Regulation –PartV, Chapter 507, *Military Customs Inspectors-Excepted (MCI-E-E)*, and outlines the responsibilities and procedures for the conduct of the customs, agriculture, and health quarantine inspection program at Little Rock AFB. This instruction applies to the 19th Airlift Wing, 314th Airlift Wing, 189th Airlift Wing and all other tenant units and personnel requesting, undergoing and performing US Customs clearance at Little Rock AFB. Ensure all records created, as a result of processes prescribed in this publication, are maintained in accordance with AFMAN 33-363, *Management of Records* or as directed by Department of Homeland Security.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**1. Program Objectives.** The 19th Airlift Wing Commander will establish a Military Customs Program that details; pre-announcement of inbound customs aircraft, Military Customs Inspector-Excepted response, refuse removal, notification procedures and follow up actions as requested by US Customs.

1.1. All personnel performing inspection and refuse duties will complete annual training, as required by the Area Port Director, U.S. Customs and Border Protection, Memphis TN.

1.2. Fleet Services personnel for agricultural waste and Military Customs Inspectors-Excepted perform duties for the U.S. Customs Office, Little Rock AR.

1.3. 19 AW/XP is responsible to ensure efforts between responsible agencies are coordinated to ensure compliance with established requirements.

**2. 19 SFS Responsibilities.** 19 SFS/CSF will appoint a program manager who will; maintain records of certification for all personnel involved in the program, liaison with US Customs personnel, determine procedures for Military Customs Inspector-Excepted response and perform self inspections of the program for 19 AW/XP.

2.1. The Military Customs Program Manager (MCPM) will review CF 55's monthly to determine the status of available inspectors and schedule training as appropriate.

2.1.1. Military Customs (Exempted) Inspectors (MCI-E-E) will meet the following requirements; One year time on station, E-5 or higher and no record of disciplinary action.

2.1.2. The CSF may approve E-4's to complete inspections. These personnel must have completed MCI-E training and have inspections supervised by an E-5 or higher.

2.1.3. The 19 SFS Unit Security Manager will review the list of approved MCI-E's monthly to ensure the highest standard of reliability. Personnel who have a record of alcoholism, drug abuse or other disciplinary action will be removed from the list of qualified MCI-E's. Personnel who have a SIF initiated will be removed from the approved MCI-E list.

2.2. The MCI-E kit will be maintained at the LRAFB Base Defense Operations Center (BDOC), and accounted for every shift by the Base Defense Operations Center Controller (BDOCC). The MCPM will check the kit monthly to ensure it has an appropriate amount of materials (forms, containers etc.) and ensure publications and documents are current.

2.3. Once per quarter the Military Customs Program Manager will meet with US Customs personnel to receive briefings on current issues and feedback on the MCP.

2.4. The MCPM will update the electronic MCI-E Flight Report with data collected by the MCI-E. The MCPM will send the MCI-E Flight Report to the US Customs Little Rock Port monthly, or to US Customs or USDA personnel upon request.

2.5. Items placed in the amnesty box will be turned into SF investigations for proper disposition.

**3. International Refuse Handling.** 19 LRS will provide Aerial Port functions to remove international refuse from inbound aircraft and ensure destruction of refuse IAW AMCI-E 24-101, Vol. 10.

3.1. Aerial Port Operators will ensure all personnel dealing with international refuse are annually trained using a training program that has been approved by the US Customs Little Rock Port Director.

3.2. The MCPM will maintain all training records for a minimum of one year from the end of the month in which the training occurred.

#### **4. Pre-Announcement.**

4.1. The on-duty Command Post Controller will perform a daily check for inbound military aircraft requiring US Customs clearance. Command Post Controller will notify 19 SFS/BDOC of the results, including negative results. This notification will be logged in the AF Fm 53.

4.2. Airfield Operations will immediately notify 19 SFS/BDOC when they receive a PPR (Prior Permission Required) Request for non-US military aircraft. The notification will include; point of departure, type of aircraft, estimated time of arrival, designated parking spot (if known), number of personnel on board (if known) and any pre-clearances.

4.3. 19 SFS/BDOC will notify US Customs, 19 SFS/MWD Kennel Master and 19 LRS/LGRA (ATOC/ext-7127) as soon as an aircraft is projected in-bound to coordinate inspection activities. On the day of arrival of the aircraft the 19 SFS/BDOC will notify the SFS Operations Superintendent, NCOIC of Police Services, Military Customs Program Manager and OSI. The pre-announcement notifications will be annotated in the AF Fm 53.

#### **5. Inspection/Clearance Procedures.** The following procedures will be followed in order to ensure proper clearance of personnel and equipment;

5.1. The BDOCC will dispatch a NDMWD team and sufficient personnel to secure the aircraft until released by U.S. Customs or the MCI-E. The BDOCC will also confirm 19 LRS/Aerial Port Operators are aware of the in-bound aircraft and personnel are en-route to assist with refuse.

5.2. The Military Customs Inspector-Excepted (MCI-E-E) will:

5.2.1. Meet the aircraft upon arrival and obtain all pertinent forms with required signatures.

5.2.2. Ensure the aircraft was decontaminated (sprayed) prior to landing

5.2.3. Check the aircraft for any insects/animals prior to allowing the rear cargo door and troop doors to open. If insects are found in the aircraft, seal the aircraft until the arrival of US Agricultural personnel.

5.2.4. Brief arriving crew members and passengers on requirements for U.S. Customs and Agriculture clearance and amnesty box procedures.

5.2.5. Provide an Amnesty Box and sufficient time for personnel to utilize it.

5.3. 19 LRS

5.3.1. Transport all passengers, aircrew and baggage to Bldg 430 while maintaining a customs quarantine. Cargo will be transported and inspected in the fenced in cargo yard adjacent to Bldg 259.

5.3.2. Trained personnel will remove refuse from the aircraft and inform the MCI-E-E of the mass of the refuse (in Kilograms) that was removed for destruction. The MCI-E-E will annotate the number of kilograms of waste that was removed from the aircraft. If no trained personnel are available to remove international refuse from the aircraft, notify 19 SFS/BDOC immediately to request US Customs personnel respond to assist.

5.3.2.1. Refuse will be double bagged prior to removal from the aircraft. Bags must be at least four mil (0.004-inch) and easily identifiable by unique color or tagged with "REGULATED GARBAGE".

5.3.2.2. Refuse will be held in a lockable room in Bldg 267 until removal. All refuse will be stored in rigid, tight, covered, leak-proof receptacles. Storage receptacles shall be marked with "REGULATED GARBAGE" in at least two inch high letters.

5.3.3. Refuse must be logged in upon receipt at Bldg 267 and logged out upon destruction or removal. Refuse must be removed or destroyed within 24 hours of being placed into storage.

5.3.4. Any spillage will be reported to US Customs immediately.

5.3.4.1. Maintain a log containing information on amounts and concentrations of disinfectants used in order to fulfill Environmental Protection Agency reporting instructions. This log will maintain at least; (1) the number of disinfection treatments performed, (2) location of the spill and (3) the concentration of bleach used *or* the number of pounds of sodium carbonate used.

5.3.4.2. The spill log will be maintained for a minimum of three years.

5.4. After all cargo, personnel and refuse are removed from the aircraft, the MCI-E-E will:

5.4.1. Inspect cargo pallets for US Customs seals and proper documentation. Annotate number of sealed cargo pallets. If cargo pallets are not sealed, immediately stop cargo pallet inspections and notify the US Customs Little Rock Port Director, who will respond to inspect cargo.

5.4.2. Collect a customs declaration from each person after baggage is claimed. Ensure the declarations are signed.

5.4.2.1. Ensure all items introduced into the US are depicted on the personal declaration and value is displayed in U.S. currency.

5.4.2.2. Ensure the description of each item including the primary composition of the item and any valuable additions (i.e. *wood* clock with *14kt gold roman numerals*).

5.4.2.3. Ensure alcohol is listed with type, volume and proof, where purchased and value.

5.4.3. Collect the passenger manifest and crew orders to ensure each person turned in a customs declaration. Collect a U.S. Agriculture Form 250 from the Aircraft Commander.

5.4.4. After all personnel are in a suitable inspection quarantine area, ensure each bag is claimed by a person and all bags are lined up in an orderly fashion for an NDMWD team to complete a sweep of all bags. Any bags left unclaimed will be treated as a suspicious package.

5.4.5. Open and inspect the contents of no fewer than 10% of bags that NDMWD teams do not respond to. Ensure each government weapon is listed by serial number on individual travel orders. Any weapon not annotated by serial number and type on individual travel orders will be confiscated.

5.4.6. Document all specifics of the inspection utilizing the Customs Inspection Log.

5.4.7. For infractions concerning narcotics or firearms, seize contraband via AF Fm 52, detain suspects, notify U.S. Customs officials and await their arrival.

5.4.8. For infractions concerning contraband other than narcotics and firearms, notify U.S. Customs, then seize the contraband via AF Fm 52 and complete an incident report if U.S. Customs agents do not respond. Photograph agricultural contraband and ensure 19 LRS disposes of it as refuse.

5.4.9. All documentation for the inspection will be placed into a sealed manila envelope and routed to the MCPM. The envelope will have the name of the senior MCI-E-E on scene, blotter entry/page number and all information from the Customs Inspection Log written on the outside of it.

5.5. If at any time it is determined a major agricultural or environmental hazard exists, immediately notify the fire department and initiate Emergency Management actions.

5.6. The AF Fm 53/Security Forces Desk Blotter is the primary document utilized to record Military Customs Inspections. After the inspection is complete, the Blotter will reflect; Arrival and clearance times, place of origin, aircraft tail number, assigned squadron, aircraft parking spot, number of crew and passengers, number of bags present/checked, amount of trash taken by 19 LRS and which MCI-E-E completed the inspection.

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Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References******Prescribed Forms***

None

***Adopted Forms***

AF Form 52, *Evidence Tag*

AF Form 53, *Security Forces Desk Blotter*

PPQ Form 213, *Airplane Inspection Record*

Customs Form 7507, *General Declaration*

Customs Form 6059B, *Customs Declaration*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFI**—Air Force Instruction

**AMC**—Air Mobility Command

**AW**—Airlift Wing

**BDOC**—Base Defense Operations Center

**IAW**—In Accordance With

**LRS**—Logistics Readiness Squadron

**MAJCOM**—Major Command

**MCI—E**—Military Customs Inspector

**MCI—E-E**—Military Customs Inspectors-Excepted

**MCPM**—Military Customs Program Manager

**MWD**—Military Working Dog

**NDDMWD**—Narcotic Detection Military Working Dog

**OPR**—Office of Primary Responsibility

**MAJCOM**—Office of Special Investigations

**PPR**—Prior Permission Requires

**RDS**—Records Disposition Schedule

**SFS**—Security Forces Squadron